

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Economic Development Director

DEPARTMENT: County Administrator

DIVISION: Economic Development

GENERAL DESCRIPTION:

Highly responsible, independent, professional, administrative, and technical work in the administration of all activities of the consolidated Economic Development services at the direction of the County Administrator, including business retention and expansion, business recruitment, property development/redevelopment, affordable housing, veteran services, and tourism.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for the retention, expansion, and recruitment of targeted industries that include manufacturing, distribution, and agribusiness research and development (R&D).
2. Responsible for the implementation and development of the economic development strategic and marketing plans meeting the International Economic Development Council (IEDC) accreditation standards to maintain the Accredited Economic Development Organization (AEDO) status.
3. Responsible for the implementation and development of the tourism strategic and marketing plans meeting the IEDC accreditation standards to maintain the AEDO status.
4. Responsible for overseeing Housing Services and Housing Assistance Programs.
5. Responsible for overseeing the Veterans Services Office.
6. Manages consultants utilized in support of essential job functions.
7. Prepares regular status reports for the County Administrator regarding economic development and tourism activities and opportunities.
8. Develops and implements work plans related to economic development activities. Monitors the progress of economic development programs and various local economic indicators.
9. Develops and maintains the site inventory database for all industrial and other designated property.
10. Prepares and submits regular informative communications with existing targeted industries.
11. Gathers statistics, reports, and exhibits. Researches and analyzes data. Makes presentations and recommendations to the County Administrator, Industries, and public agencies, as needed.
12. Manages the internet and social media content of the websites for Economic Development, Tourism, Housing, and Veterans Services.
13. Conducts regular site visits to county businesses and industries to develop public-private sector partnerships and monitor business needs.

14. Monitors and oversees the cooperative agreement and ongoing operations of the Small Business Development Office in partnership with the University of Central Florida.
15. In case of emergency or crisis situations (hurricane, flood, etc.), the position is required to perform recovery duties as assigned by the immediate supervisor.
16. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least (one) 1 year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
17. Face tattoos (from ear to ear and hairline of the forehead to the bottom of the chin) are prohibited.
18. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, weekends, and holidays as required.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of economic development functions and organization.
- Knowledge of business English, spelling, and punctuation.
- Knowledge and experience with comprehensive planning and land development regulations, policies, rules, and statutes to operate at a proficient level.
- Skill in typing, filing, and records research techniques.
- Skill in operating computers and various office equipment.
- Ability to acquire sufficient knowledge of the processing of applications for development approval and permitting and of development inspections to operate at a proficient level.
- Ability to read site plans and legal descriptions, to use a variety of maps and map scales, to interpret map data, and convey that information to the public
- Ability to read and prepare a variety of forms and documents using the proper format.
- Ability to understand and follow complex policies, laws, and directives.
- Ability to establish and maintain good working relationships with government officials, division directors, department heads, employees, business professionals, and the general public.
- Ability to work effectively with the public.
- Ability to effectively present to large audiences.
- Ability to follow oral and written instructions.
- Ability to follow through on designated tasks.
- Ability to communicate effectively both orally and in writing.
- Ability to access, input, and retrieve information from a computer using Microsoft Word, Microsoft Excel, GIS, and other programs.
- Ability to multi-task within an environment of shifting priorities and deadlines.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Marketing, or closely related field.
- Six (6) years of experience in a progressively responsible position in economic development, public administration, business administration, or a closely related field.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to the insurance provider.

- Certified Economic Developer (CEcD) preferred.
- Must possess or obtain the required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to operate a motor vehicle
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing, and vision skills.
- Ability to enter data into a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Works outside for field inspections and site visits periodically.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 04/25/2023